



UNIVERSITY  
OF SUSSEX

### Confidentiality Agreement for Staff who are also Students

I understand that during the course of my work at the University of Sussex (“the University”), I may have access to information and data that is personal, sensitive or confidential. I understand that I am required to keep all confidential and personal data securely, and undertake to follow all relevant University procedures in doing so.

I confirm that I have read and understood the following policies:

- [Data Protection Policy](#)
- [Information Security Policy](#)

I undertake not to use, nor disclose to any unauthorised person, any such information relating to or received from the University for any reason unless expressly authorised by the University, or required by law. I understand that this applies whilst I am a member of staff and even when I am no longer a member of staff.

I undertake not to access information on the University’s IT system other than as required for my work. Specifically, I will not access any information in folders on the common drive which is evidently confidential, whether marked as “Confidential” or not.

Signed: .....

Name: .....

Date: .....